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## Recharge Rate Form Instructions

**All data is required for each Recharge rate that you are requesting.**

- 01 Description:**  
This section identifies the Recharge that the rate is supporting.
- 02 Title:** Provide a brief title of the Recharge rate being requested.
- 03 Responsible Organization:** Identify the organization (division or program office) requesting the Recharge rate.
- 04 Responsible Individual:** Specify the individual within the organization that is responsible for this Recharge.
- 05 Program Code (X):** Indicate the program code that will be used to track the costs associated with this Recharge (also indicate the revenue program code if it is different).
- 06 Effective Date:** Specify the date that this Recharge rate is expected to be implemented. For most recharges, this will be 10/1/96.
- 07 Financial Acct. Used:** Indicate the financial account that will be used to charge customers for this service.
- 08 Estimated Cost:**  
This section provides cost data related to the proposed Recharge rate.
- 09 Work Package No.:** Identify the work package number. This number can be obtained directly from the related work package form.
- 10 WP Title:** Indicate the title of the program/work package.
- 11 FY96 \$k:** Indicate the FY96 dollars for this work package. This number can be obtained directly from the related work package form.
- 12 FY97 \$k:** Indicate the FY97 dollars for this work package. This number can be obtained directly from the related work package form.
- 13 Totals:** Total the work packages related to this Recharge rate for both the FY96 \$k and FY97 \$k columns.
- 14 Estimated Cost Distribution:**  
This section provides information on the recovery related to the Recharge operations (i.e., what will be billed to users and how much revenue is anticipated to be generated).

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## Recharge Rate Form Instructions (continued)

- 15** **Unit Description:** Identify the units that will be recharged (i.e., per hour, per user, per month, per class, etc.)
- 16** **Number of Estimated Units:** Specify the volume of the above units that you anticipate recharging in FY97.
- 17** **Estimated FY97 Distribution:** Specify the amount of revenue that you anticipate collecting at the proposed rate.
- 18** **Unit Rate:** Specify the unit rate that you propose billing for this Recharge. For example, this would be your total FY97 \$k divided by the number of estimated units.
- 19** **Total:** Total the estimated FY97 Distribution column. This should equal your Number of Estimated Units times your Unit Rate. It should also equal your FY97 \$k requested funding.
- 20** **Narrative:** Provide as attachments the three narratives requested for each Recharge rate request.
- 21** **Approval:** For each rate request, obtain the signatures of the appropriate business team leader and the division director/technical manager (or responsible manager) before submittal to BUS-3.